



TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128
Telephone: 512/463-1151



DAN PATRICK
Lieutenant Governor
Joint Chair

JEFF ARCHER
Executive Director

JOE STRAUS
Speaker of the House
Joint Chair

POSITION VACANCY NOTICE

JOB TITLE: **Social Science Statistician** POSTING NUMBER: **16016**
DATE POSTED: April 25, 2016 CLOSING DATE: June 17, 2016
DEPARTMENT: Research/Statistical Research
CONTACT: Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128
(512) 463-1155 Fax: (512) 936-1064
www.tlc.state.tx.us

GENERAL DESCRIPTION

Conducts advanced statistical, demographic, economic, and social science research. Plans, directs, and participates in complex and diverse research projects with implications for legislative programs and functions. Work is performed with considerable latitude for the use of initiative and independent judgment but is generally subject to review.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Works with section team members on the development of projects, including developing research hypotheses, writing proposals, developing research plans, administering projects, and submitting final reports.
Applies advanced statistical methods to research data.
Prepares, interprets, and presents advanced research material.
Compiles and evaluates research findings for preparing responses to members.
Monitors research and policy issues to determine where further research is required.
Uses quantitative analysis to review, analyze, and evaluate the effects of legislation, regulations, and policy.
Plans, implements, and manages major survey projects.
Provides consultation to legislative and council staff on statistical methods and data analysis.



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May assist section manager with performing non-technical duties including preparing administrative reports, performing technical or editorial review, hiring and mentoring staff, coordinating projects, conducting educational outreach activities, and receiving and further defining client requests.
Performs other duties as assigned.

QUALIFICATIONS

Experience and Education

Experience in planning and directing major research projects, preferably in Texas state government. Graduate degree, preferably a Ph.D., from an accredited college or university with major course work in applied statistics, quantitative social science research, psychology, economics, educational psychology, sociology, education, or a related field. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of research methods, principles, techniques, and philosophies.
Knowledge of statistical concepts and methods and their application to research.
Knowledge of measurement, testing, and evaluation.
Knowledge of the legislative process.
Knowledge of sampling design and survey methodology.
Considerable knowledge of the principles and methods of project management.
Skill in research, preparation, and review of statistical reports and other technical documents.
Skill in applying SAS statistical procedures to perform complex quantitative analysis.
Skill in using MS Excel to perform basic and advanced analysis of data and to create tables, charts, and graphs.
Skill in expressing ideas clearly and concisely, both orally and in writing.
Skill in establishing and maintaining effective working relationships.
Ability to plan, organize, and coordinate research projects.
Ability to evaluate research data, identify potential areas of research, and recommend priorities on the basis of need and available resources.
Ability to interpret statistical data charts and tables, to direct the development of measurement instruments (including surveys) with respect to reliability, relevance, and validity, and to interpret and publish comprehensive research findings.
Ability to perform detailed work accurately within time limits.
Ability to demonstrate strong attention to detail.
Ability to accept constructive feedback from peers and supervisor.
Ability to train and mentor staff members.



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Ability to analyze and present information in a neutral, unbiased manner.
Ability to work overtime, flexible hours, and occasional on-call duty.
Ability to maintain confidentiality of material and information.
Ability to maintain regular attendance.
Ability to work as a member of a team.

Application Requirements

To be considered, an applicant must submit:

- A cover letter that explains the applicant's interest in the position
- A resume detailing work experience and related course work
- A State of Texas Application for Employment (available on the council's website: <http://www.tlc.state.tx.us/hr/employment.htm>)

As a condition of employment, legal proof of authorization to work in the U.S. must be provided. The Texas Legislative Council participates in E-Verify.

Requests for accommodation and/or services in the application process should be made to the above cited contact.